

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
OFFICE OF THE EXECUTIVE ADMINISTRATOR
JOB OPPORTUNITY**

FISCAL/ADMINISTRATIVE OFFICER (JOB CLASS 1308) PCN 00313

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Fiscal/Administrative Officer and current State employees eligible for a lateral transfer or who have attained permanent status in the job title.

Location: 18-20 Trinity St., Hartford, CT Refer to www.ct.gov/oga for a description of the Office

Hours: 40 per week Monday-Friday

Salary: AR-23 \$66,213 – \$85,597 annual

Closing Date: October 30, 2015 - must be received no later than 5 pm

Eligibility Requirement:

Candidates must be on the certified exam list #070840 promulgated by the Department of Administrative Services for the classification Fiscal/Administrative Officer.

Required Knowledge, Skill and Abilities:

Refer to DAS Class Specification for class code 1308 Fiscal/Administrative Officer. Knowledge of payroll preparation, and the preparation and processing of purchase requisitions; ability to perform technical purchasing tasks such as soliciting bids and recommending contract award.

Preferred skills and experience:

Strong knowledge of CORE-CT accounts receivable, accounts payable, payroll, purchasing and asset management modules.

Example of Duties:

Performs a variety of professional fiscal and administrative functions for all the divisions that comprise the Office of Governmental Accountability. Provides technical assistance to the divisions of the OGA related to purchasing, payroll, accounts payable, accounts receivables, and asset management; assists in the formulation of policies and procedures related to those functions; is responsible for implementing such policies and procedures; monitors expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; acts as a liaison with central fiscal and administrative offices as well as the divisions that comprise the OGA.

Application Instructions:

Qualified candidates must submit a cover letter, describing their suitability for the position, and the required CT-HR-12 State Employees Application (available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) **INCLUDING** Addendum form CT-HR-13 to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor
Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 00313.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.